

Task List WARD CLERK

Student _____ Department _____

The student will read and study departmental policy and procedure manuals for the **WARD CLERK**.

The student will either observe or aid in the performance of the following activities.

Activities

	Observed	Aided	Date
1. Communications:			
A. Telephone/Intercom			
B. Writing Messages			
C. Paging			
D. Interdepartmental			
2. Charts:			
A. Assemble			
B. Graphic Sheets			
C. Stamper/Addressograph			
D. Test results			
E. Computer application			
3. Visitor information			
4. Location of instruments			
5. Requisition forms			
6. Material transport			
7. Discharge			
8. Other			

Facility Supervisor Signature _____

Student Signature _____